COMPUTER APPLICATIONS

Knowledge of computer applications is a necessity in today's high-tech business world. Employees must be able to apply various computer applications in a business environment utilizing critical thinking and decision making skills. This event provides recognition for PBL members who can efficiently demonstrate computer application skills.

COMPETENCIES
Participants should be prepared to complete problems in the following areas, with possible integration.

✎Word Processing--Participants will be responsible for the production of letters, memorandums, tables, reports, or any other type of word processing problems.

✎Database--Participants will be responsible for creating a database and applying various functions such as searching, cloning, etc.

✎Spreadsheets--Participants will be responsible for completing the spreadsheet grid and applying various functions such as move, combine, format, etc. In addition, students will be responsible for creating and applying formulas.

✎Business Graphics--Participants will be responsible for completing various graphics including bar, line, pie, exploded pie, or stacked bar.

✎Presentation--Participants will be responsible for preparing text slides with graphics.

Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. The Format Guide located on pages V-App. 1-V-App. 14 of the Chapter Management Handbook will be used for formatting word processing documents. Results will be based on accuracy of printed copy.

In addition, participants will complete a written test on their understanding of basic computer terminology and concepts; document formatting rules and standards; grammar, punctuation, spelling, and proofreading and related computer applications knowledge.

ELIGIBILITY

Each chapter may enter two (2) participants who are members of an active local chapter and are on record as having paid dues by **March 1** of the current school year. Members who are, or have been, enrolled in a graduate program as of December 1 of the current school year are not eligible to participate in the competitive events program.

REGULATIONS
1. An entry form must be mailed to the state office postmarked no later than the designated deadline.

2. Participants must be selected in accordance with the regulations of the state chapter and the national association.

3. Participants must not have entered this event at a previous State Leadership Conference.

4. Participants failing to report on time for the event may be **DISQUALIFIED**.

5. Participants must adhere to the dress code established by the Board of Directors or they will not be permitted to participate in the competitive event.

PROCEDURES

✤Two (2) hours will be allowed for the skill test at the school-testing site. Additional time will be allowed for general directions, equipment set up, and warm-up. Participants will complete problems in each of the following areas: word processing, database, spreadsheets, business graphics, and presentation. Problems are weighted according to difficulty and may be completed in any order.

✤ Word division manuals and dictionaries may be used as reference materials. The Format Guide is allowed as a reference at the test site.

✤Voice recognition software may be used where appropriate. The local chapter must provide the software.

✤Calculators are not allowed on the production portion of the test.

✤Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading.

✤Results will be based on accuracy of printed copy.

✤Advisers may accompany participants to the testing site and may assist in equipment set up. Advisers must leave the site prior to testing. Students must be monitored during the entire skill test session by the designated administrator.

✤A one-hour (1) written objective test will be administered at the State Leadership Conference based on previously written Competencies and basic skills knowledge.

EQUIPMENT

Computers will be provided in accordance with local chapter site selection.

Participants must provide their own pens, pencils, dictionaries, and word division manuals; no other reference materials are to be brought to the event.

JUDGING

Judging will be based on accuracy of printed copy, including formatting, appearance, and formulas (if applicable). The documents will be evaluated by a panel of judges for this event. All decisions of the judges are final. The production portion of the event will constitute 85 percent of the final event score.

Objective tests will be machine graded. Ties will be broken in the order in which tests were returned. The test will constitute 15 percent of the final event score.

AWARDS

A plaque is presented to the first place winner. Certificates are given to winners of second through fifth places.

PARTICIPATION AT NATIONAL

The first and second place winners in this event will represent the state chapter at the National Leadership Conference.